tesa
Transactional ERDF
& State Aid

Introduction to TESA User Guide

Communities
and Local Government

Table of Contents

INTRODUCTION **3**

How to use this guide 3

LOGGING IN AND OUT OF TESA **4**

Login 4
Logout 5
TESA security 6
Keyboard shortcuts 6

NAVIGATION ON TESA **7**

Top level tabs 7
Top level links 8

TASKS **10**

Filtering 11

SEARCH FOR AND VIEW PROJECTS/ACTION PLANS **14**

Search for projects and action plans 14
Open a project or action plan 17
View non-contractual details 20
View claims 21
View offer details 22
View project history 23

VIEW PROGRAMME DETAILS **24**

SEARCH FOR AND VIEW ORGANISATIONS **26**

Search for an organisation 26
View organisation details 28

SEARCH FOR AND VIEW USERS **32**

Search for a user 32
View user details 34

CHANGE PERSONAL DETAILS **35**

TESA REPORTS **38**

Introduction

How to use this guide

This user guide provides an introduction to the TESA system and gives an overview of all the key areas of functionality. More detailed information can be found in the role-based User Guides.

The guide is broken down into clear sections so that you can pick out the functionality that you are interested in.

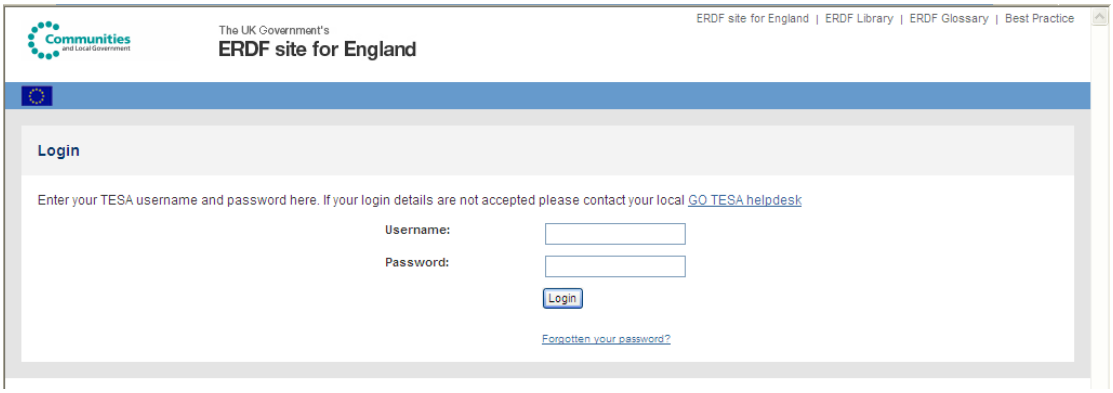
The user guide can be used in conjunction with the online help within the TESA system.

Logging in and out of TESA

Login

To log in to TESA, go to the home page of the ERDF for England website - www.erdf.communities.gov.uk - and click on 'login'. The following screen will display.

Note: The 'log-in' link is not yet available on the ERDF website. For early adopter office staff carrying out Business Readiness Testing, please enter https://tesa.brt.erdf.odpm.gov.uk to display the login screen.


Communities and Local Government
The UK Government's
ERDF site for England
ERDF site for England | ERDF Library | ERDF Glossary | Best Practice
Login
Enter your TESA username and password here. If your login details are not accepted please contact your local GO TESA helpdesk
Username:
Password:
Login
Forgotten your password?

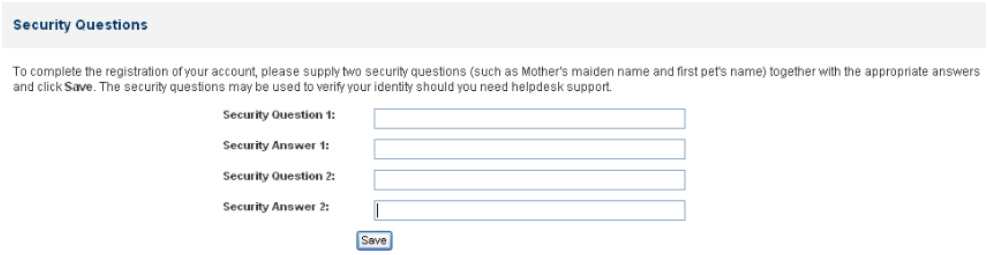
On the Login screen, to enter the system:

1. Enter your Government Gateway username and password.
2. Click on Login. Your home page will display.

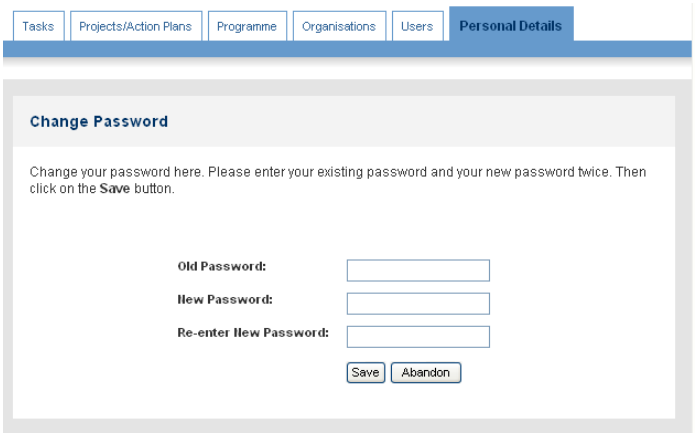
First time log-in

1. The first time you login to TESA as a new user, for security purposes you will be asked to change your password. You are also required to add two security questions and answers. These will be used to validate your identity if you should forget your password in the future.

Security questions at first logon


Security Questions
To complete the registration of your account, please supply two security questions (such as Mother's maiden name and first pet's name) together with the appropriate answers and click Save. The security questions may be used to verify your identity should you need helpdesk support.
Security Question 1:
Security Answer 1:
Security Question 2:
Security Answer 2:
Save

Change Password screen



2. On subsequent logins, your Personal Page will display.

Notes:

- Once you are logged in, TESA will not generally request further proof of your identity. It is therefore essential that you do not share your ID and password with anyone.
- If you have not received a TESA ID and password prior to go-live contact your GO TESA helpdesk.
- For what to do if you forget or want to change your password please see the Introduction to TESA user guide.

Logout

Click on the Logout link in the top right navigation bar.

TESA security

Once you are logged into TESA you will not be required to provide evidence of your identity again. Therefore it is very important that you do not leave PCs with access to TESA open.

Use **Alt Ctrl Delete** and choose Lock Workstation.

Note: TESA will only automatically log you out after four hours of inactivity.

Keyboard shortcuts

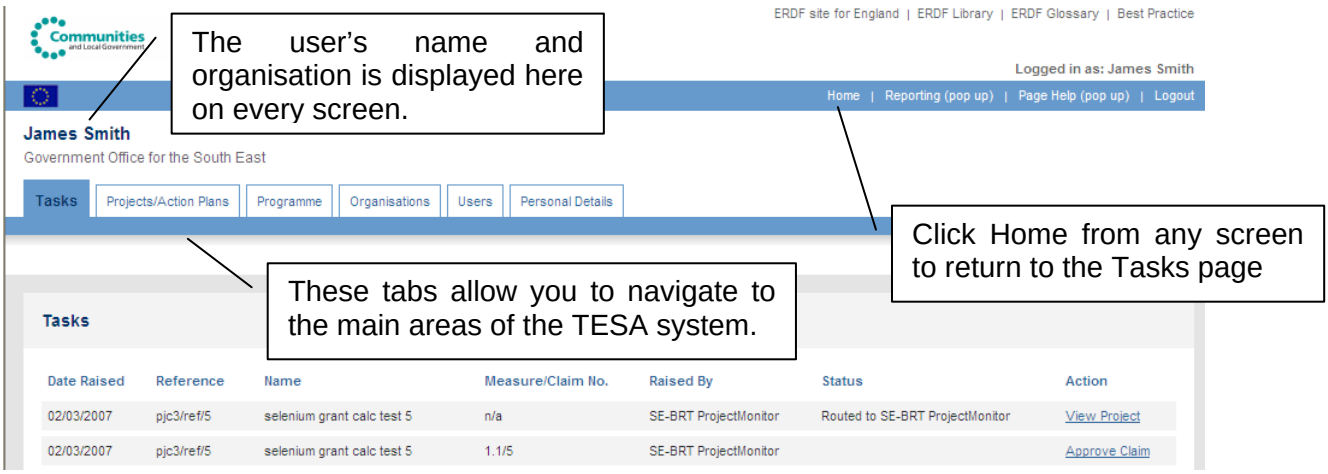
When you have TESA open you can use standard keyboard shortcuts to move around the screens.

Home	Moves to the top of the page.
End	Moves to the bottom of the page.
Pg Up & Pg Dn	Moves up or down one screen load.

Navigation on TESA

When you have successfully logged in to TESA, your home page (also known as the Tasks screen) is the first page to display.

This is the main hub on TESA for most users, and is described in detail in the next section (Tasks).



Top level tabs

From your home page a number of tabs will be visible to you, which allow you to navigate to key areas of the system. Which ones display depends on what TESA role(s) you have been allocated.

Note: For more information on roles, please see the TESA Roles document.

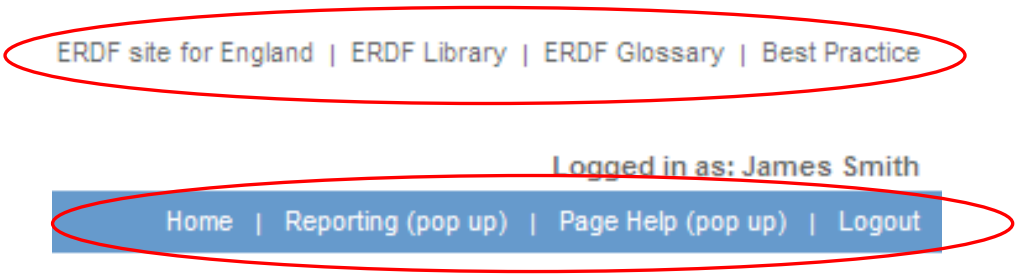
Most GO users will see the tabs shown above. An additional tab, labelled Reference Data, is viewable only by the Data Administrator.

An overview of each tab is provided in the table below. Detailed descriptions follow in subsequent sections of this guide.

Tab	Click on this to….
Tasks	…display your home page. It shows a list of tasks relevant to the role or roles you have been allocated on TESA. From this screen you may navigate to all main areas of the system using the tabs described below.
Projects/Action Plans	…search for and open a project/Action Plan and view detailed information, including claim schedule and offer screens.
Programme	…view a summary screen for all programmes in your region. From there you can access detailed programme information.
Organisations	…search for and view organisations on TESA.
Users	…search for and view users on TESA.
Personal Details	…view and edit personal details, including your password.

Top level links

Whatever screen you have open, the two set of links shown below will be available in the top right hand corner of the page.

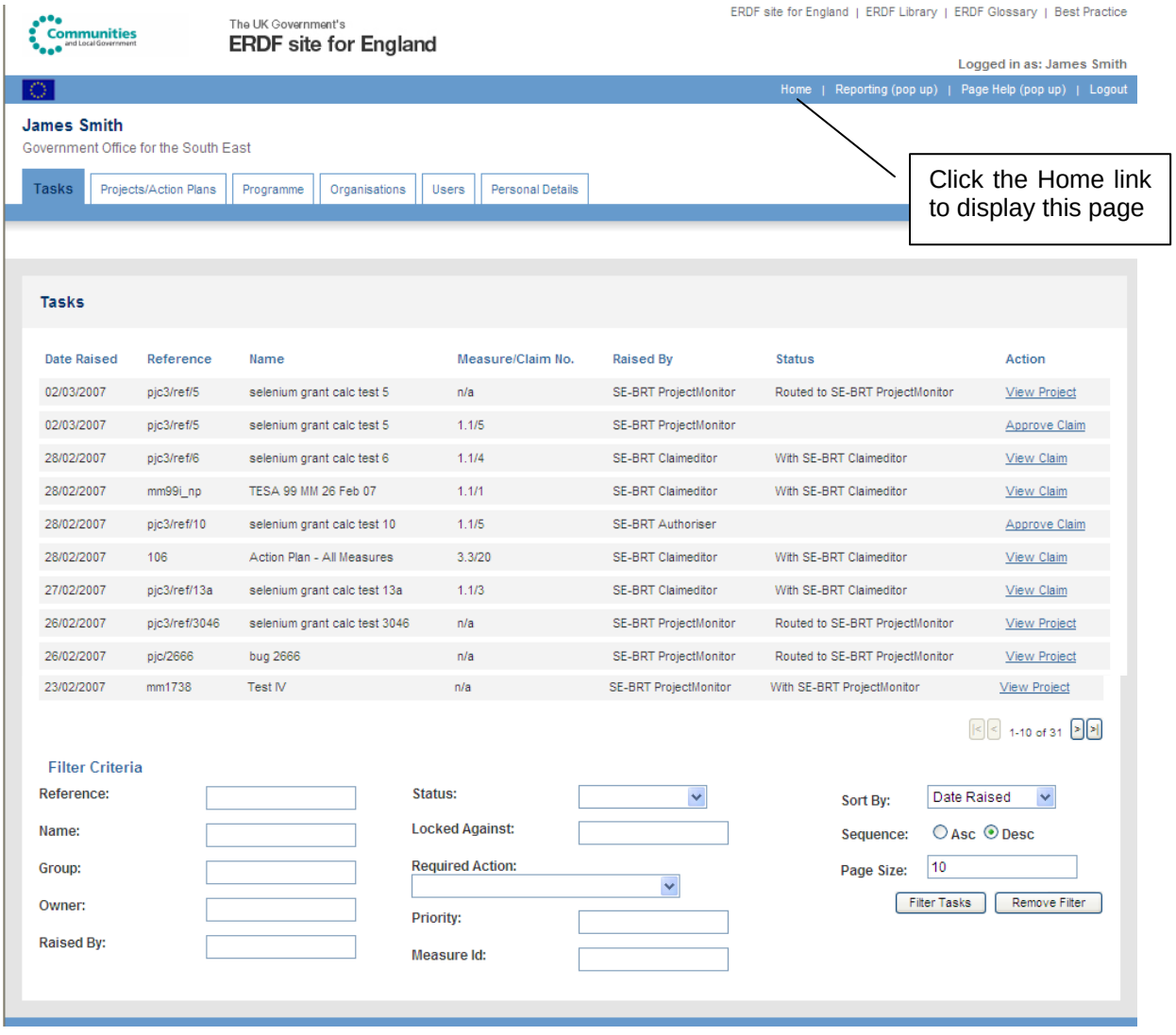

ERDF site for England | ERDF Library | ERDF Glossary | Best Practice
Logged in as: James Smith
Home | Reporting (pop up) | Page Help (pop up) | Logout

A description for each link is provided in the table below.

Link	Click on to….
Home |	…display your Home page and Tasks list.
| Reporting (pop up)	…access the TESA reporting tool, Cognos ReportNet. The reporting tool will open in a separate window. A number of standard and tailored reports are available to all users. Selected users are able to create reports and ad hoc queries. Remember to close the pop up window when you have finished using Reporting.
| Page Help (pop up)	…open the on-line help. Help is available on all screens and will open in a separate window. Remember to close the pop up window when you have finished using Page Help.
| Logout	…log out of and close TESA.
ERDF for England	…open the home page of the central website for ERDF in England, maintained and managed by the Department for Communities and Local Government.
ERDF Library	…view a range of ERDF documentation and guidance held on the ERDF for England website.
ERDF Glossary	…open a handy glossary of ERDF terms.
Best Practice	…open the 'Best Practice' section on the ERDF website.

Tasks

The Tasks screen is your Home page and is always the first page that displays after you log in to TESA. To return to this page at any time during your TESA session click on the 'Home' link in the top right navigation bar.


The UK Government's
ERDF site for England
ERDF site for England | ERDF Library | ERDF Glossary | Best Practice
Logged in as: James Smith
Home | Reporting (pop up) | Page Help (pop up) | Logout
James Smith
Government Office for the South East
Tasks
Projects/Action Plans
Programme
Organisations
Users
Personal Details
Click the Home link to display this page
Tasks
Date Raised
Reference
Name
Measure/Claim No.
Raised By
Status
Action
02/03/2007 pjc3/ref/5 selenium grant calc test 5 n/a SE-BRT ProjectMonitor Routed to SE-BRT ProjectMonitor View Project
02/03/2007 pjc3/ref/5 selenium grant calc test 5 1.1/5 SE-BRT ProjectMonitor Approve Claim
28/02/2007 pjc3/ref/6 selenium grant calc test 6 1.1/4 SE-BRT Claimeditor With SE-BRT Claimeditor View Claim
28/02/2007 mm99i_np TESA 99 MM 26 Feb 07 1.1/1 SE-BRT Claimeditor With SE-BRT Claimeditor View Claim
28/02/2007 pjc3/ref/10 selenium grant calc test 10 1.1/5 SE-BRT Authoriser Approve Claim
28/02/2007 106 Action Plan - All Measures 3.3/20 SE-BRT Claimeditor With SE-BRT Claimeditor View Claim
27/02/2007 pjc3/ref/13a selenium grant calc test 13a 1.1/3 SE-BRT Claimeditor With SE-BRT Claimeditor View Claim
26/02/2007 pjc3/ref/3046 selenium grant calc test 3046 n/a SE-BRT ProjectMonitor Routed to SE-BRT ProjectMonitor View Project
26/02/2007 pjc/2666 bug 2666 n/a SE-BRT ProjectMonitor Routed to SE-BRT ProjectMonitor View Project
23/02/2007 mm1738 Test IV n/a SE-BRT ProjectMonitor With SE-BRT ProjectMonitor View Project
1-10 of 31
Filter Criteria
Reference:
Name:
Group:
Owner:
Raised By:
Status:
Locked Against:
Required Action:
Priority:
Measure Id:
Sort By:
Date Raised
Sequence:
Asc
Desc
Page Size:
10
Filter Tasks
Remove Filter

About this screen

The Tasks screen is, for most users, their main 'hub' on TESA. It displays all tasks relevant to the role or roles that you have been allocated that require action and those which are currently being worked on by other users.

That means if you have more than one role, e.g. Certifier and Authoriser, all tasks relating to each of those roles will appear in a single list. Also, as Task lists work at a role level, if for example, there are three people with Certifier roles in the GO, each will see all claims that require certification in their Task list. Each Certifier can then pick off the list the claims for which they are responsible.

Tasks can be either open or locked:

Task Status	Description
Open	Anyone with the appropriate TESA role can take up and complete. To pick up an open task click on the link in the Action column.
Locked	Only the named user can take up and complete. The status will contain the name of the user who currently owns the task. If a task is routed to a new user then the status will display as 'Routed to x', where x is the user's name, until the user accepts the task.

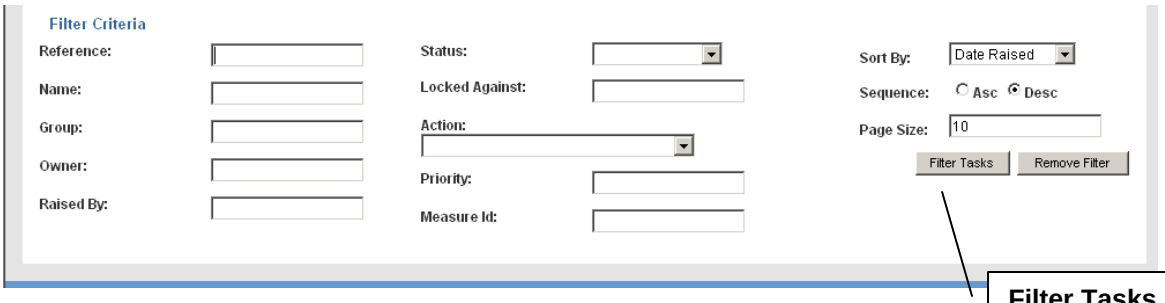
Note: Administrator roles do not have Task lists.

Filtering

A range of filter criteria are provided to help you prioritise your Task List.

1. To filter tasks, enter as many or as few criteria as you require and click on the **Filter Tasks** button.

2. To remove all selections and display all tasks, click on the **Remove Filter** button.



Field	Description
Reference	Enter the project or Action Plan reference to display only tasks relating to that project/Action Plan.
Name	Enter the project or Action Plan name to display only tasks relating to that project/Action Plan.
Group	Groups are categories set up by the GO at programme level for workflow and reporting purposes. Groups may be, for example, thematic - eg urban regeneration - or geographic - eg sub-regions. Enter a group name to display only tasks associated with projects or Action Plans belonging to that group.
Owner	Each project or Action Plan on TESA is 'owned' by a Project Monitor within the GO. To filter tasks by an owner enter their name here. This can be your own, or another user's name.
Raised By	If you wish only to view tasks raised by a specific person on TESA, enter their name here.
Status	Click in this field to display different task statuses by which you can then filter your list.
Locked Against	If you wish only to view tasks locked against a specific person on TESA, enter their name here. This may be you, or another user.
Action	Click in the field to display a list of actions – for example Certify Claim - which you can then select from and filter by.
Priority	If you wish only to view tasks which relate to a specific programme priority, enter the priority ID here.
Measure ID	Enter a Measure ID (numeric) to display only tasks relating to that measure.
Sort By	Click in the field to display and select from a list of options to sort your tasks. You may sort by any of the Task List column headings. The default setting is 'Date Raised'.

Field	Description
Sequence	Results will display in descending order. If you wish to view results in an ascending order, click the ‘Asc’ radio button.
Page Size	Click in this field and enter the number of results you would like to appear on each page. The default setting is 10.

Search for and view Projects/Action Plans

Search for projects and action plans

TESA's search function allows all users to access project and action plan details quickly and easily.

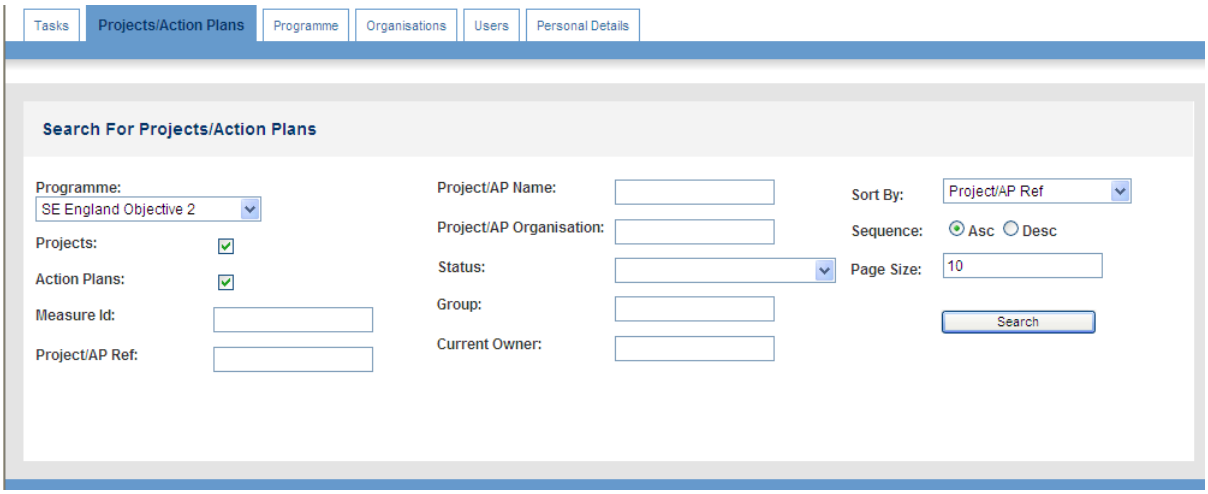
- GO users can search for all projects/action plans in their programme area(s)
- Applicant users can search for all projects/action plans associated with their organisation.

To display this screen

To view the search screen, click on the Projects/Action Plan tab.

About this screen

This screen allows you to search for project(s) or action plan(s) held on TESA. Government Office users can search all projects and action plans in their programme(s). Applicant users can search only for projects or action plans associated with their organisation.



A range of criteria can be applied to your search, as detailed below.

Search Criteria

Field	Description
Programme	To perform a search, you must first select the correct programme. Click in the field to display a list of all programmes in your region and select the appropriate one.
Projects	If you wish to search for projects, leave the checkbox selected. If you wish to search only for Action Plans, click in the box to remove the tick.
Action Plans	If you wish to search for Action Plans, leave the checkbox selected. If you wish to search for projects only, click in the box to remove the tick.
Measure ID	To search against a specific measure, enter the measure reference (in numbers) in this field.
Project/AP Ref	Each project/AP has a unique reference code assigned to it by the GO. Enter this reference here to search for a single project/AP.
Project/AP Name	Enter the project or AP name to search for a single project or Action Plan.
Project/AP Organisation	Enter an applicant or AP name to display all projects or action plans associated with that organisation.
Status	Click in this field to display and select from a list of different statuses to search for all project or action plans you are permitted to view, at that status.
Group	Groups are categories set up by the GO at programme level for workflow and reporting purposes. Groups may be, for example, thematic - eg urban regeneration - or geographic - eg sub-regions. GO users may enter a group name to display all projects/action plans in the programme allocated to that group.
Current Owner	GO users may enter the name of the current owner of the project or Action Plan to search for all projects and action plans that person is responsible for.

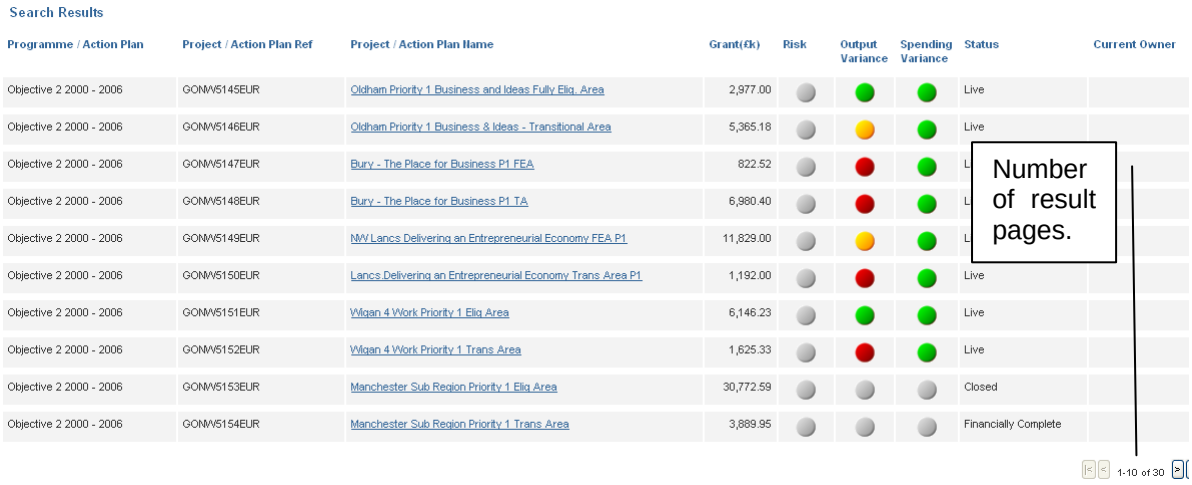
Field	Description
Sort By	Click in the field to display and select from a list of sort options to determine how your search results will display. The default setting is Project/AP Ref.
Sequence	Results will display in an ascending order. If you wish to view results in a descending order, click the 'Desc' radio button.
Page Size	Click in this field and enter the number of results you would like to appear on each page. The default setting is 10.

Note: TESA allows you to use a 'wildcard' search: eg, if you want to find all projects which start with A, type A* in the Project Name field. Wildcards can be used in any alphanumeric field. For example, if you want to search for measures 1.10-1.19, type 1.1* in the measures field.

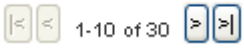
1. Enter your search criteria.
2. Click on the **Search** button.

Open a project or action plan

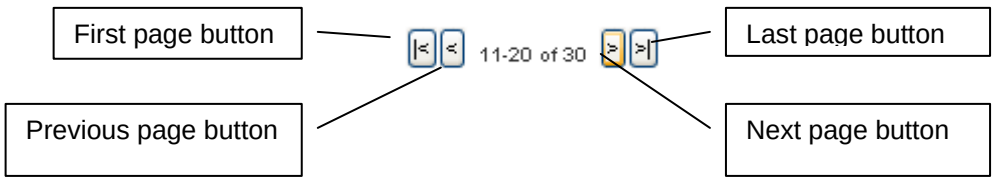
1. Search results display on the same screen, below the search fields. Scroll down to view results.


Search Results
Programme / Action Plan
Project / Action Plan Ref
Project / Action Plan Name
Grant(€k)
Risk
Output Variance
Spending Variance
Status
Current Owner
Objective 2 2000 - 2006 GONW5145EUR Oldham Priority 1 Business and Ideas Fully Elig. Area 2,977.00 Live
Objective 2 2000 - 2006 GONW5146EUR Oldham Priority 1 Business & Ideas - Transitional Area 5,365.18 Live
Objective 2 2000 - 2006 GONW5147EUR Bury - The Place for Business P1 FEA 822.52
Objective 2 2000 - 2006 GONW5148EUR Bury - The Place for Business P1 TA 6,980.40
Objective 2 2000 - 2006 GONW5149EUR NW Lancs Delivering an Entrepreneurial Economy FEA P1 11,829.00
Objective 2 2000 - 2006 GONW5150EUR Lancs Delivering an Entrepreneurial Economy Trans Area P1 1,192.00 Live
Objective 2 2000 - 2006 GONW5151EUR Wigan 4 Work Priority 1 Elig Area 6,146.23 Live
Objective 2 2000 - 2006 GONW5152EUR Wigan 4 Work Priority 1 Trans Area 1,625.33 Live
Objective 2 2000 - 2006 GONW5153EUR Manchester Sub Region Priority 1 Elig Area 30,772.59 Closed
Objective 2 2000 - 2006 GONW5154EUR Manchester Sub Region Priority 1 Trans Area 3,889.95 Financially Complete
Number of result pages.
1-10 of 30

2. If your search returns over 10 items, they will display across more than one page. The number of results pages is displayed in the bottom right hand corner as highlighted above.

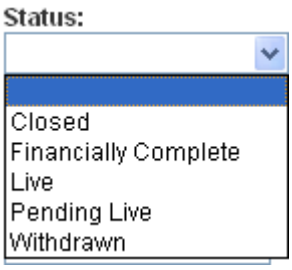


On subsequent pages, the first page and previous page buttons become available.



Search Results – Column Descriptions

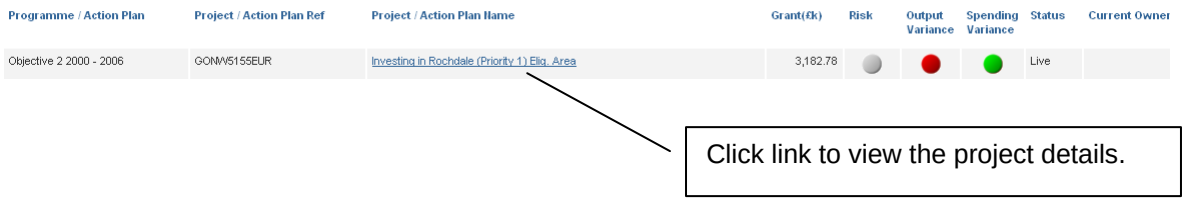
Column	Description
Programme	The programme that this project/action plan is under - i.e. Objective 1, 2, or Urban.
Project / Action Plan Ref	The project reference number. This is generated outside of TESA by the GO. Each GO has its own rules/system for generating project references.
Project/Action Plan Name	The project/AP name as it appears on the offer.
Grant (£k)	This figure represents the total grant committed.
Risk	Indicates the overall risk rating allocated to the project/action plan. Project Monitors must provide an initial risk assessment and then evaluate ongoing the 'risk' for each of their projects. Red – requires attention Amber – marginal Green – acceptable/on target At the time of writing, all 'Risk' traffic lights are showing as grey as this is the default setting and a rating has not yet been entered against each project.
Output Variance	This reflects performance against the target outputs that the project has been contracted to deliver. Red – requires attention Amber – marginal Green – acceptable/on target.
Spending Variance	This reflects the achievement of actual against contracted expenditure (capital and revenue). Red – requires attention Amber – marginal Green – acceptable/on target.

Column	Description
Status	This indicates the current status of a project, eg: 
Current Owner	Displays the name of the current 'owner' of the project. This relates to the project status. For example, if the project is 'live' the current owner will be the responsible project monitor; if the project is 'pending approval' the owner will be someone with the grant approver role.

Note: If your search returns no results, the following message will display:

Check your search criteria, amend if necessary and search again.

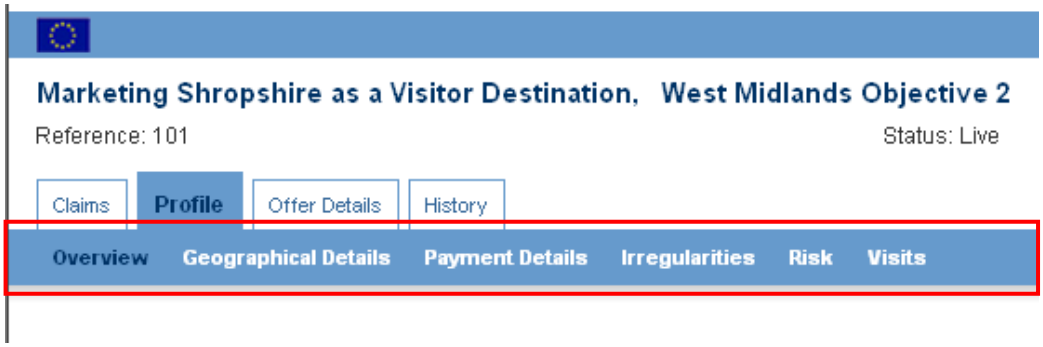
3. Click on the relevant **Project / Action Plan Name** link to open the project or Action Plan.



4. The project opens on the Profile, Overview screen.

View non-contractual details

When you have a project or action plan open on TESA, the tabs and links illustrated below become available:



Profile Screens

When you search for and open a project or action plan, it always opens on the Profile Overview screen. This and the other screens within the Profile section (highlighted above in red) are explained in the table below.

Link	Click on to…
Overview	…view a range of contractual and non-contractual details for the project. Users with Project Monitor roles may edit this screen all other users will have read-only access.
Geographical Details	…view the geographical areas - counties, districts, wards and Travel to Work Areas (TTWAs) - that the project or action plan has been assigned to. Users with Project Monitor roles may edit this screen all other users will have read-only access.
Payment Details	…view payment information for the project or action plan. Users with Project Monitor roles may enter SAP details on this screen.

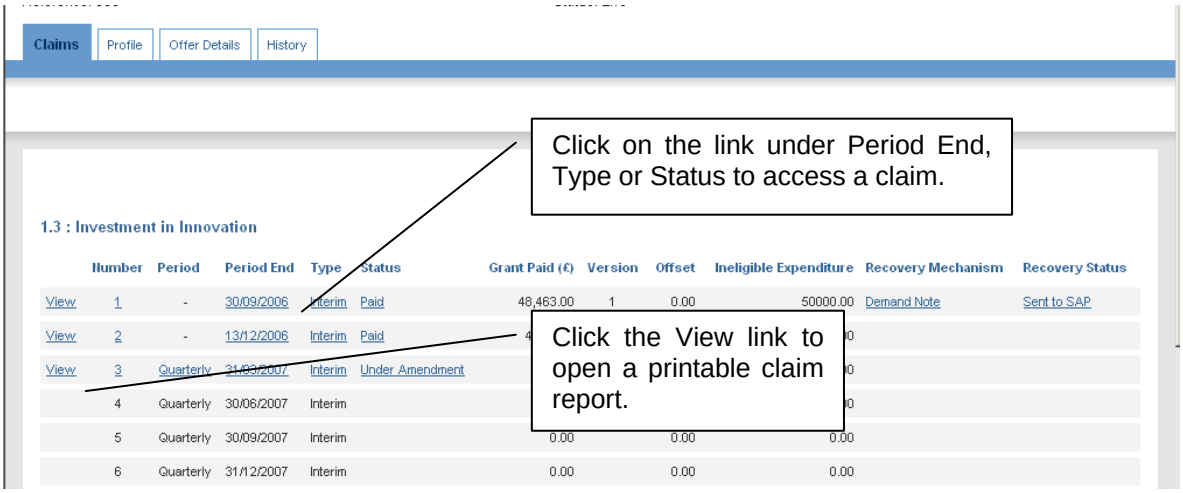
Link	Click on this to…
Irregularities	…view any irregularity reports recorded on TESA against the project or action plan. Project Monitors are able to add and edit irregularity reports. All other users have read-only access.
Risk	…view the project or action plan risk rating. Users with Project Monitor roles may edit this screen all other users will have read-only access.
Visits	…view all visits recorded against the project on TESA and access visit preparation and guidance documentation.

View claims

1. Click on the Claims tab to view a list of all transactions associated with a project or Action Plan, broken down by measure.

2. All historic and scheduled future claims are displayed, together with values of grant paid, offsets and overpayments.

3. From this screen links allow you to access claims, and view and print detailed claim reports.


Claims
Profile
Offer Details
History
Click on the link under Period End, Type or Status to access a claim.
1.3 : Investment in Innovation
Number Period Period End Type Status Grant Paid (£) Version Offset Ineligible Expenditure Recovery Mechanism Recovery Status
View 1 - 30/09/2006 Interim Paid 48,463.00 1 0.00 50000.00 Demand Note Sent to SAP
View 2 - 13/12/2006 Interim Paid
View 3 Quarterly Interim Under Amendment
4 Quarterly 30/06/2007 Interim
5 Quarterly 30/09/2007 Interim 0.00 0.00 0.00
6 Quarterly 31/12/2007 Interim 0.00 0.00 0.00
Click the View link to open a printable claim report.

Note: More detailed information on Claims screens can be found in the Claim Approver, Certifier and Authoriser User Guides.

View offer details

All GO users may view offer details of projects/action plans in their region.

Note: To edit offer details, you must be assigned the Project Monitor role. This is covered in the Project Monitor User Guide.

1. Click on the Offer Details tab to view contractual information for the project or action plan.

2. The Offer Details Cover Sheet is the first screen to display.

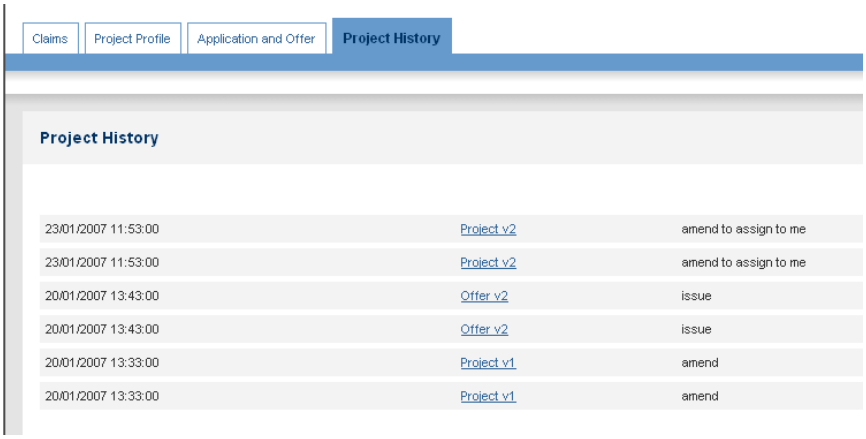
3. From here you can navigate to a number of additional screens, highlighted below, which contain the full contractual details for the project or action plan.

Note: For more detailed information on Offer Details screens please see the Project Monitor or Claim Approver user guide.

View project history

Each time a significant change is made to a project/action plan which requires the re-issue of the offer, TESA creates a new version and retains previous iterations for audit purposes. This Project History is visible to GO and Applicant users.

1. With the project open, click on the Project History tab.



2. This screen lists all previous versions of the project/action plan and the respective offers.

3. To view details of a particular version click on the associated link. The offer details screens will display in read-only view.

View Programme Details

All GO users may view details of programmes in their region.

Note: To edit programme details, you must be assigned the Data Administrator role. This is covered in the Administrator User Guide.

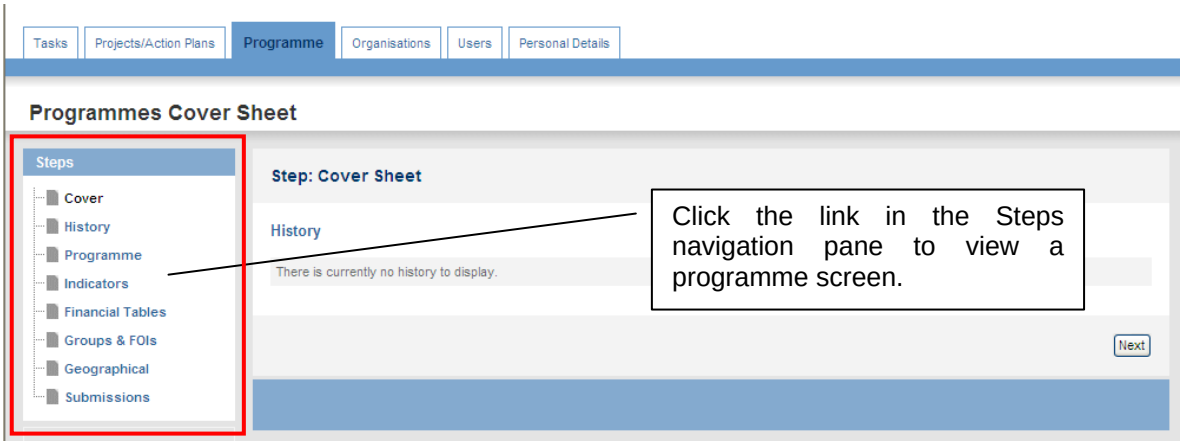
1. If necessary, click on the Home link.

The UK Government's
ERDF site for England
ERDF site for England | ERDF Library | ERDF Glossary | Best Practice
Logged in as: James Smith
Home | Reporting (pop up) | Page Help (pop up) | Logout
James Smith
Government Office for the South East
Home link

2. Click on the Programme tab. The screen below will display.

3. Click on the View Details link to the right of the programme you wish to view.

4. The Programme Cover Sheet opens.



5. Use the links in the Steps navigation pane to view the programme screens. An overview of each screen is provided below.

Note: For more detailed information on the Programme Screens, please view the system Help Text or the Administrator User Guide.

Search for and view Organisations

All users may search for and view organisations. Applicant users can search for and view details for their own organisation. GO users can search all organisations in their programme(s).

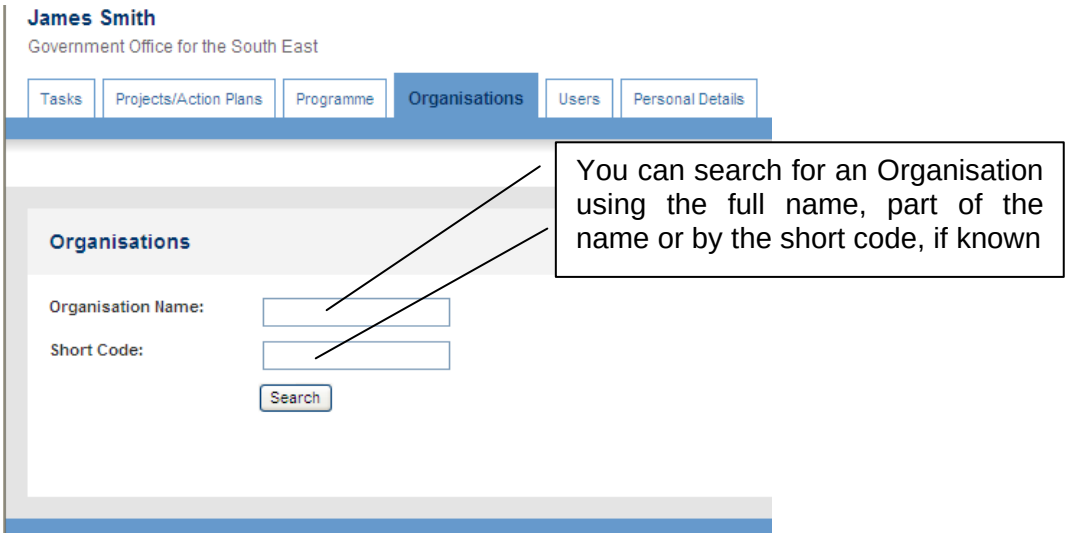
Note: To edit an organisation, you must be assigned the Organisation Administrator or User Administrator role. This is covered in the Administrator User Guides.

Search for an organisation

1. If necessary, click on the Home link.

Communities and Local Government
The UK Government's
ERDF site for England
ERDF site for England | ERDF Library | ERDF Glossary | Best Practice
Logged in as: James Smith
Home | Reporting (pop up) | Page Help (pop up) | Logout
James Smith
Government Office for the South East
Home link

2. Click on the Organisations tab. The screen below will display.



3. Enter your search criteria.

Note: You can search for an organisation by name or short code (if the organisation has been assigned one by the GO). You may use a wildcard search (*) if you are not sure of the full organisation name.

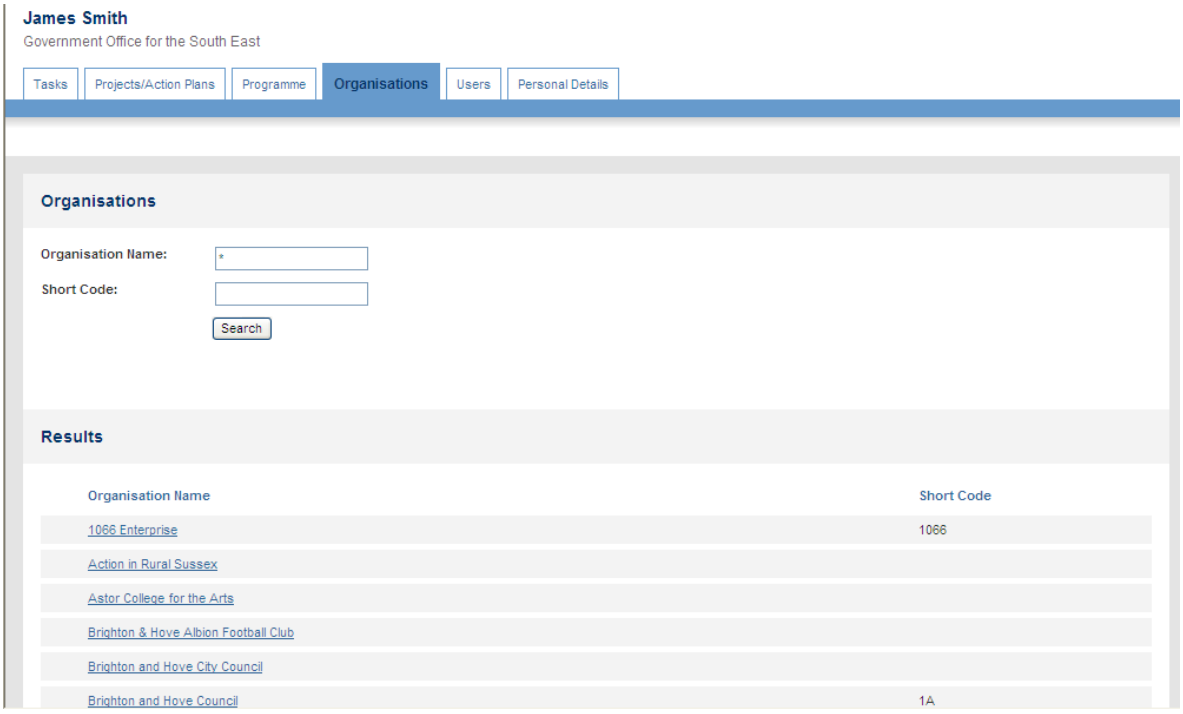
To search for a specific organisation:

- Type in the full organisation name: eg Advantage West Midlands
  OR
- Use a wildcard search in the organisation name field: eg Advantage* or A*
  OR
- By short code: AWM
  OR
- Use a wildcard search in the short code field: eg: A*

To view all organisations you are able to search:

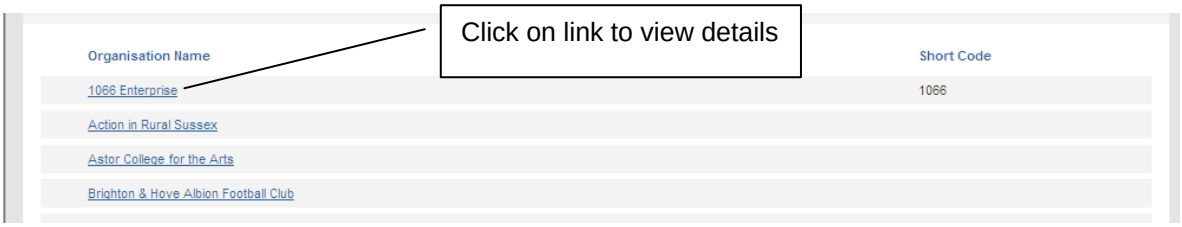
- Type * in the Organisation Name field
  OR
- Type * in the Short Code field – this will only return organisations that have a shortcode.

4. After you have entered your search criteria, click on the **Search** button. The Results display in the lower half of the screen, as illustrated below.

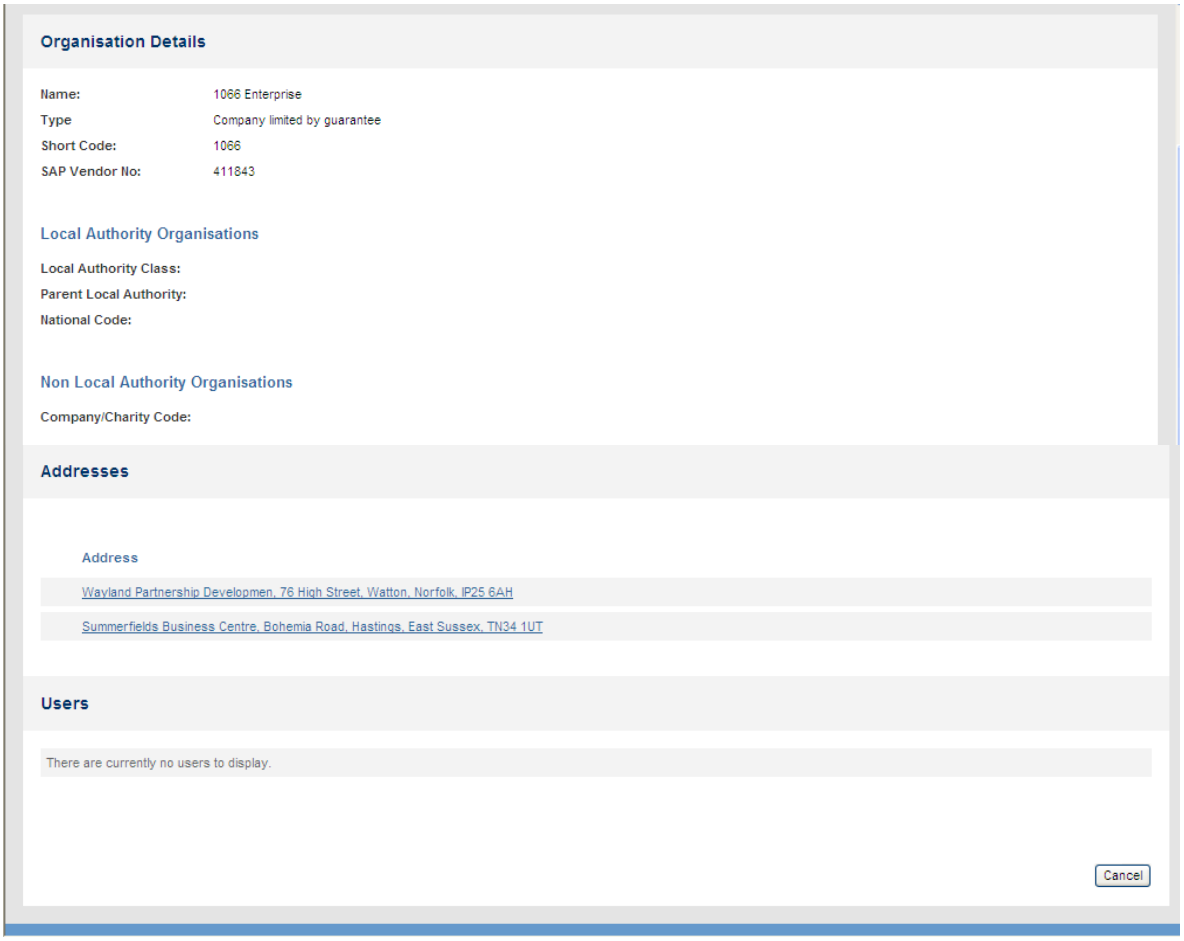


View organisation details

1. Click on the appropriate link to view an organisation's details.



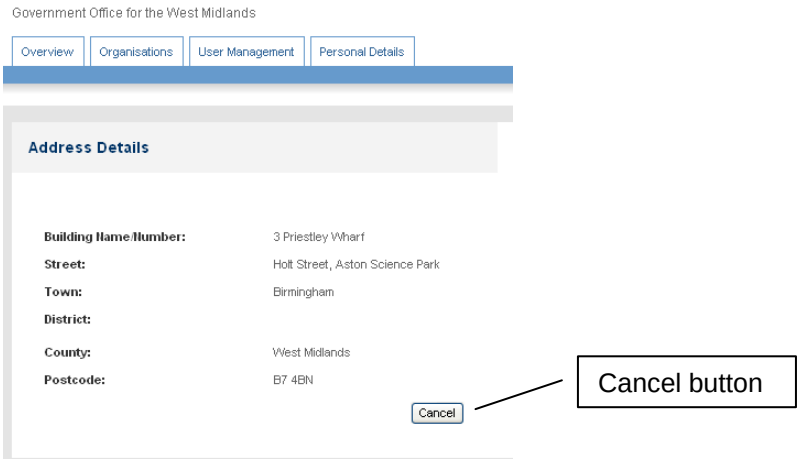
2. The Organisation details screen displays.



Organisation Details Screen

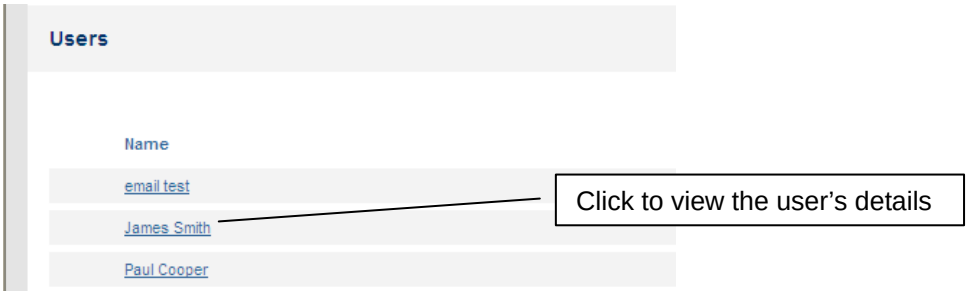
Field	Meaning
Name	Displays the name of the organisation.
Type	Displays what type of organisation it is, for instance, non-departmental public body, charity, local authority, etc.
Short Code	The code given to the organisation by the GO when it was created.
SAP Vendor no	The SAP number given to the organisation. SAP uses this number to uniquely identify the applicant for payment.
Local Authority Organisation **LA Class**	The local authority class to which it belongs: district, county, unitary authority, etc.
Parent LA	The name of the local authority to which the organisation belongs, where the organisation is a, LA department.
National Code	The relevant local authority code.
Non Local Authority Organisations **Company/Charity Code**	A charity registered with the Charity Commission is given a unique registration number. This is the number they must quote when raising funds.
Addresses	Displays the organisation's addresses registered on TESA.
Users	Displays a list of all users for the organisation registered on TESA.

3. Click on the address link to view the address in an 'envelope' format, as illustrated below.

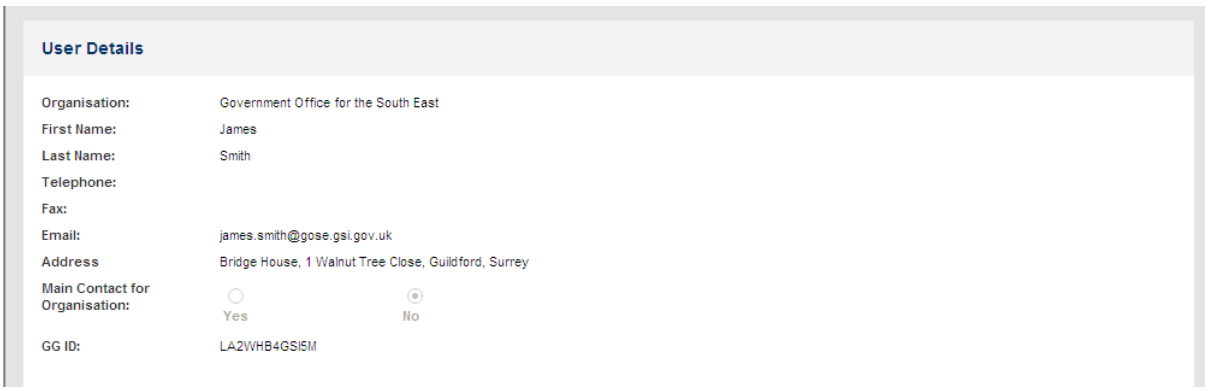


4. Click on the Cancel button to redisplay the Organisation Details screen.

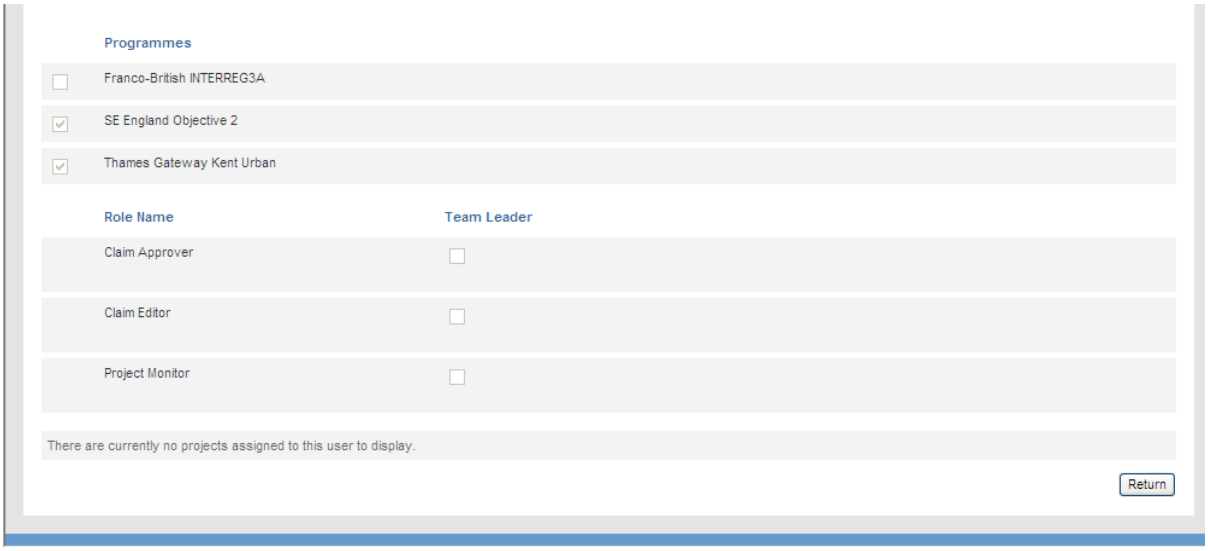
5. To view a user's details, click on the relevant user link.



6. The screen below will display.



The lower half of the screen follows on the next page


Programmes
Franco-British INTERREG3A
SE England Objective 2
Thames Gateway Kent Urban
Role Name
Team Leader
Claim Approver
Claim Editor
Project Monitor
There are currently no projects assigned to this user to display.
Return

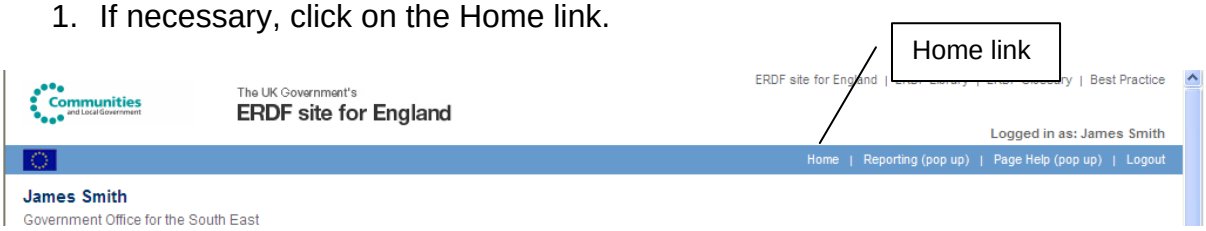
Search for and view Users

All users may search for and view users. Applicant users can search for all TESA users in their organisation. GO users can search for all users associated with their programme(s).

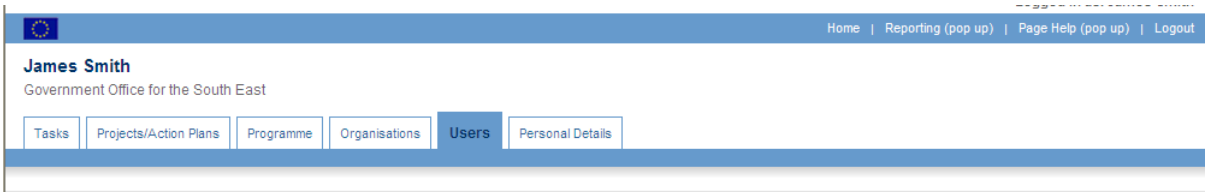
Note: To edit a user's profile, you must be assigned the User Administrator role. This is covered in the Administrator User Guides.

Search for a user

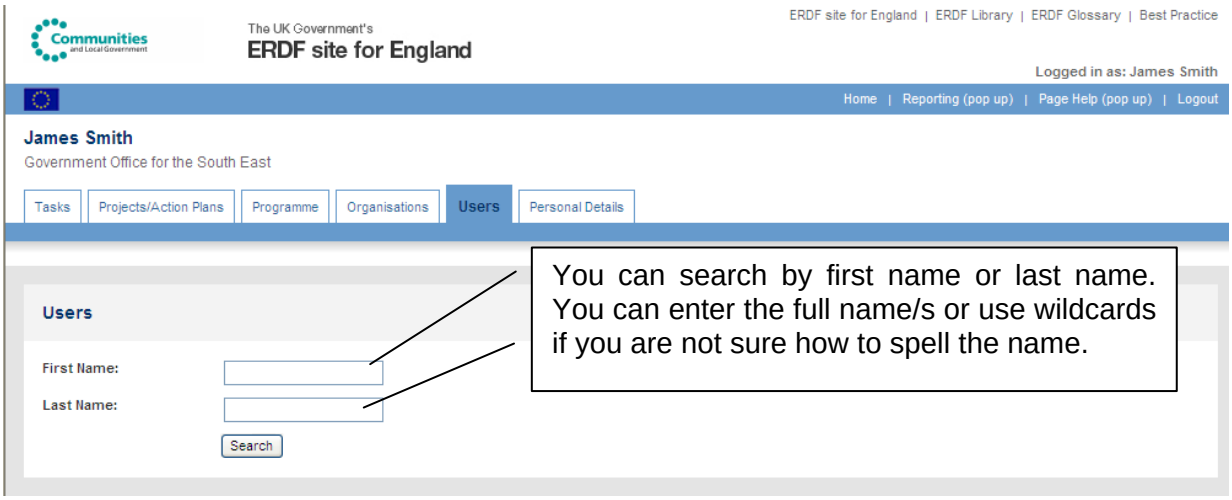
1. If necessary, click on the Home link.


Home link
The UK Government's
ERDF site for England
Best Practice
Logged in as: James Smith
Home | Reporting (pop up) | Page Help (pop up) | Logout
James Smith
Government Office for the South East

2. Click on the Users tab.



3. The screen below displays.


The UK Government's
ERDF site for England
ERDF site for England | ERDF Library | ERDF Glossary | Best Practice
Logged in as: James Smith
Home | Reporting (pop up) | Page Help (pop up) | Logout
James Smith
Government Office for the South East
Tasks
Projects/Action Plans
Programme
Organisations
Users
Personal Details
Users
First Name:
Last Name:
Search
You can search by first name or last name. You can enter the full name/s or use wildcards if you are not sure how to spell the name.

4. Enter your search criteria.

   Note: You can search for a user by first name or last name, or use a wildcard search (*) if you are not sure of the spelling.

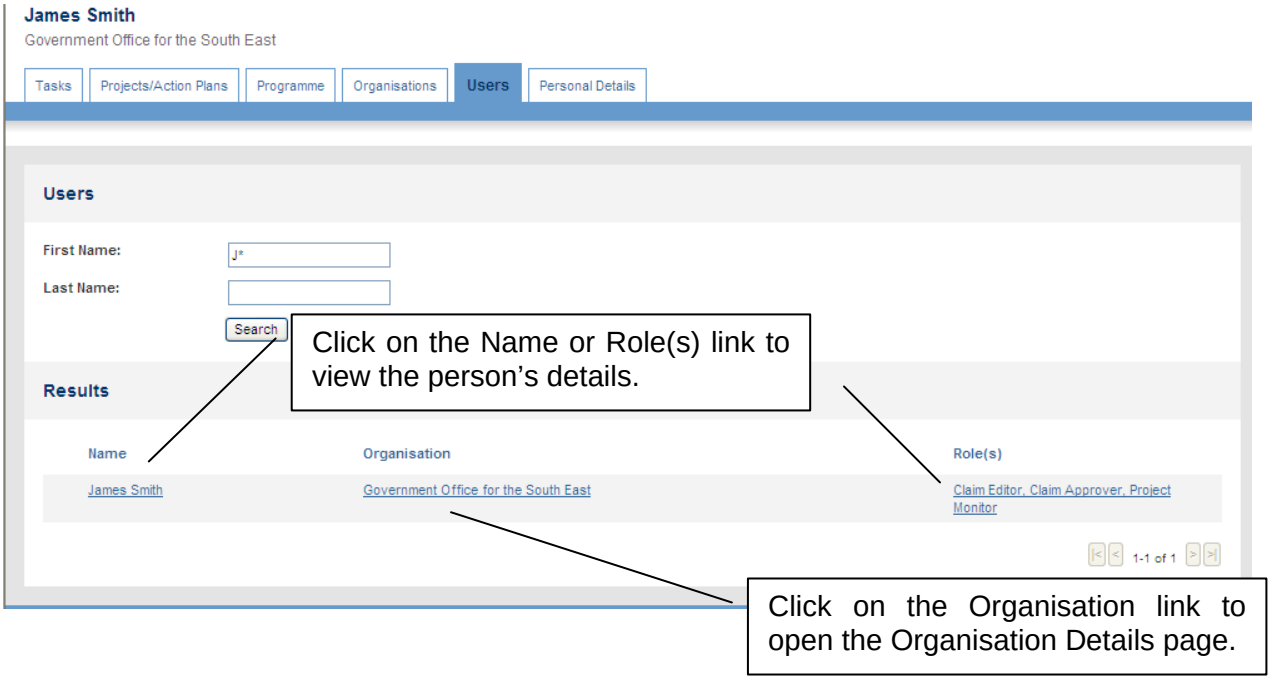
   To search for a specific user:

   - Type in the user's full name: eg James Smith
     OR
   - Use a wildcard search in either or both fields. In this example, you could use J* in the First Name field and/or S* in the Last Name field.

   To view all users you are able to search:

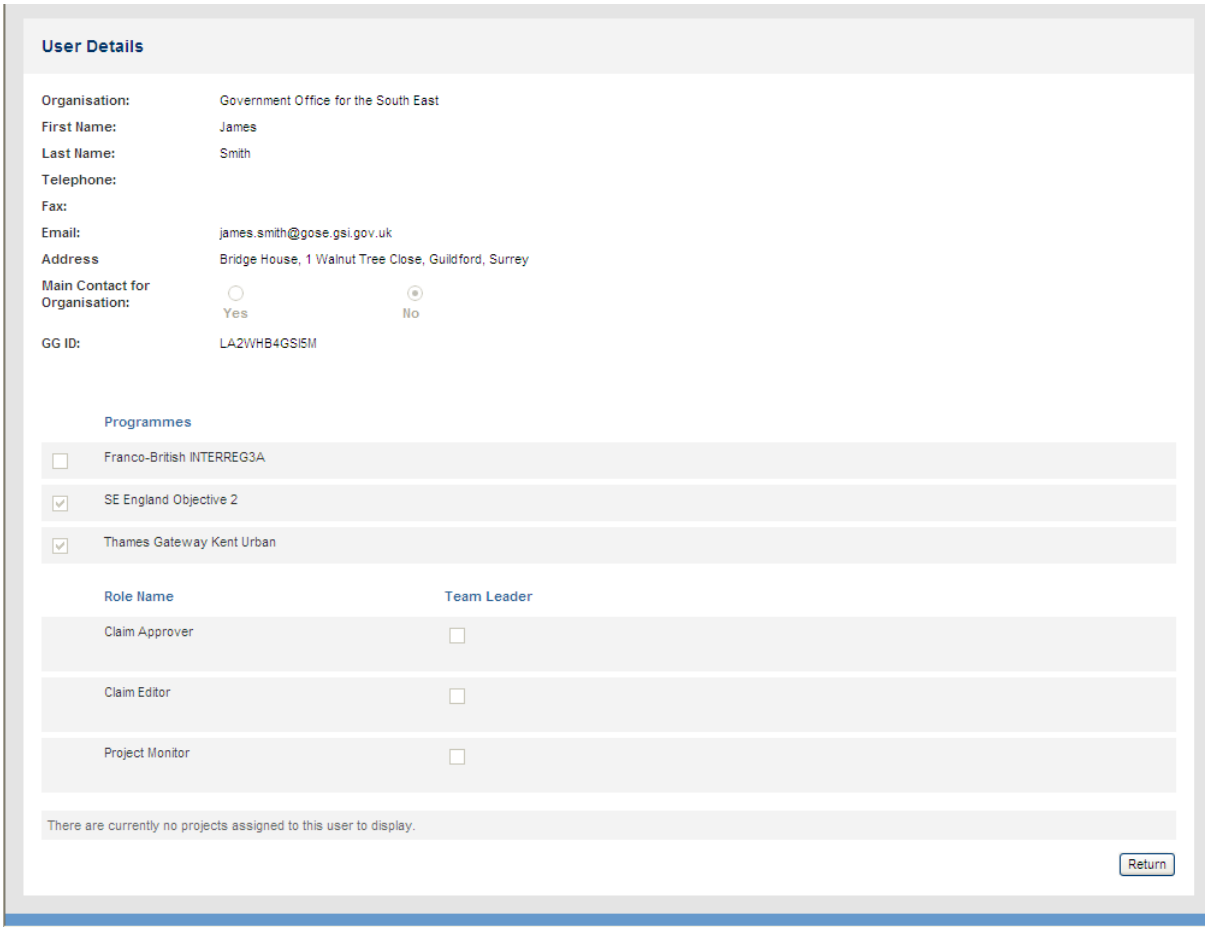
   - Type * in the First or Last Name field.

5. After you have entered your search criteria, click on the **Search** button. The Results display in the lower half of the screen, as illustrated below.



View user details

1. Click on the appropriate link to view a user. The User Details screen will open.



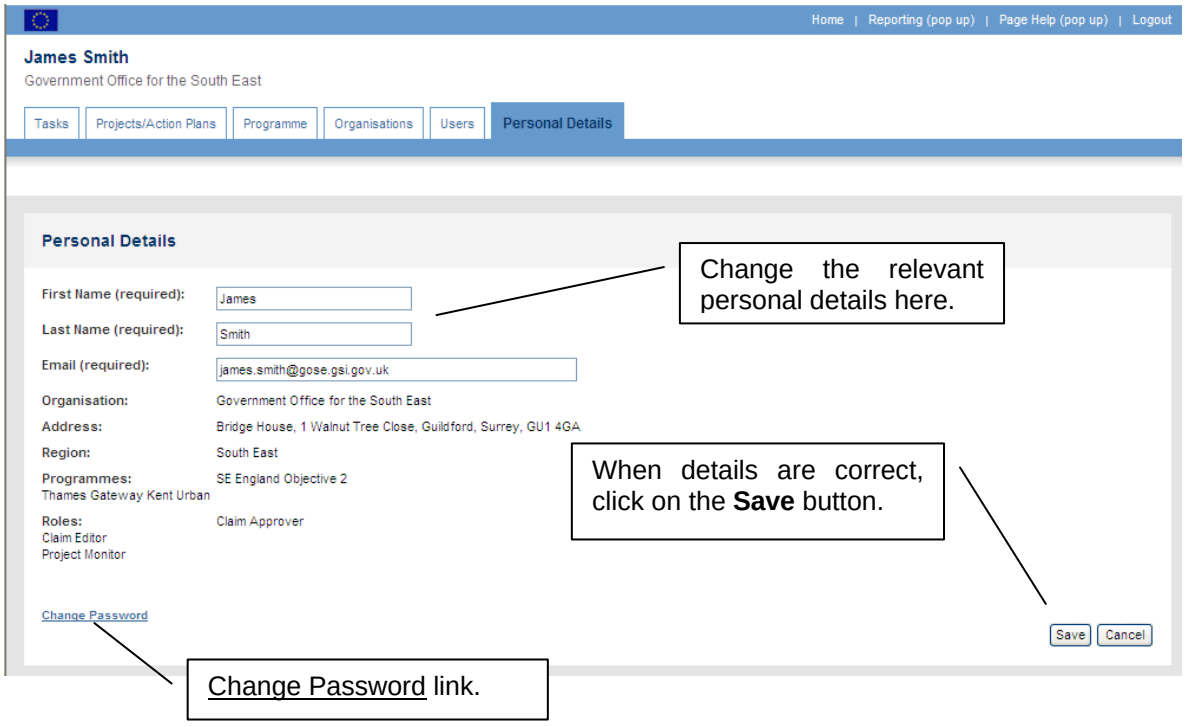
2. Click on Return to redisplay the Users search screen.

Change Personal Details

Once you have been set up as a TESA user, only you can change the following personal details: your first name, last name, email address and password.

1. From your home page, click on the Personal Details tab.

2. The screen below displays.

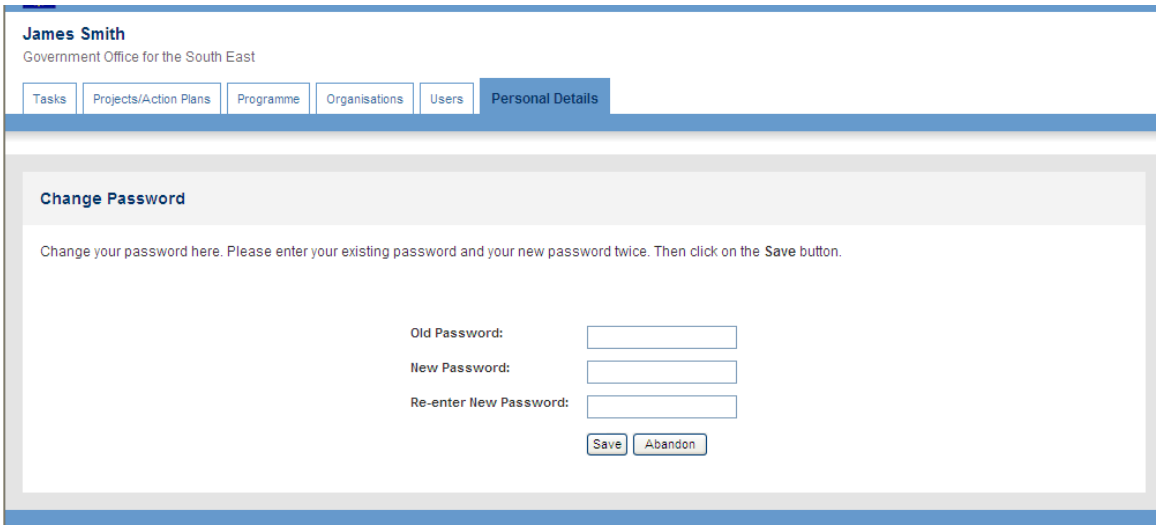


Note: If you make an error or wish to cancel any changes you may click on the Cancel button to restore the original information.

3. To change your password, click on the Change Password link.

Note: Read the Password Rules below before changing your password.

4. The screen below displays.



5. Enter your existing password in the Old Password field.
6. Tab down to the New Password field and type in your new password.
7. Tab down to the Re-enter new password field and type in your new password for a second time.
8. Click on the **Save** button to update your password.

Note: To cancel changes click on the **Abandon** button. The Personal Details screen redisplays.

Password Rules for Government Organisation Users

- Your password must be at least 8 characters long and must include:
    - At least 4 letters (A to Z or a to z). These can not be:
        - forward or reverse sequences such as abcd, or dcba
        - the same letter repeated four times, such as aaaa
        - keyboard ‘cop-outs’ like ‘qwerty’, ‘asdfgh’, ‘1qaz’ etc.

- At least one number and at least one punctuation mark (or other printable non-alphanumeric character, such as ^)

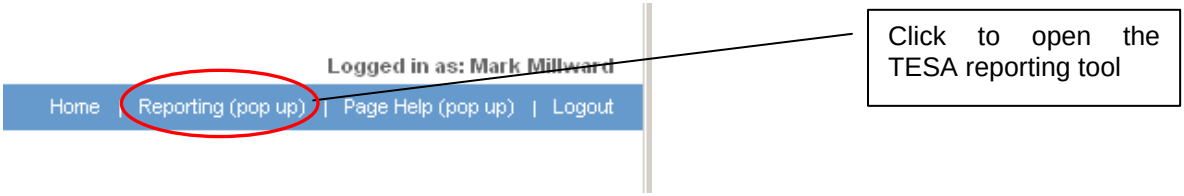
- Your password will expire after 30 days
- Your new password must be different to the last 10 passwords used

TESA Reports

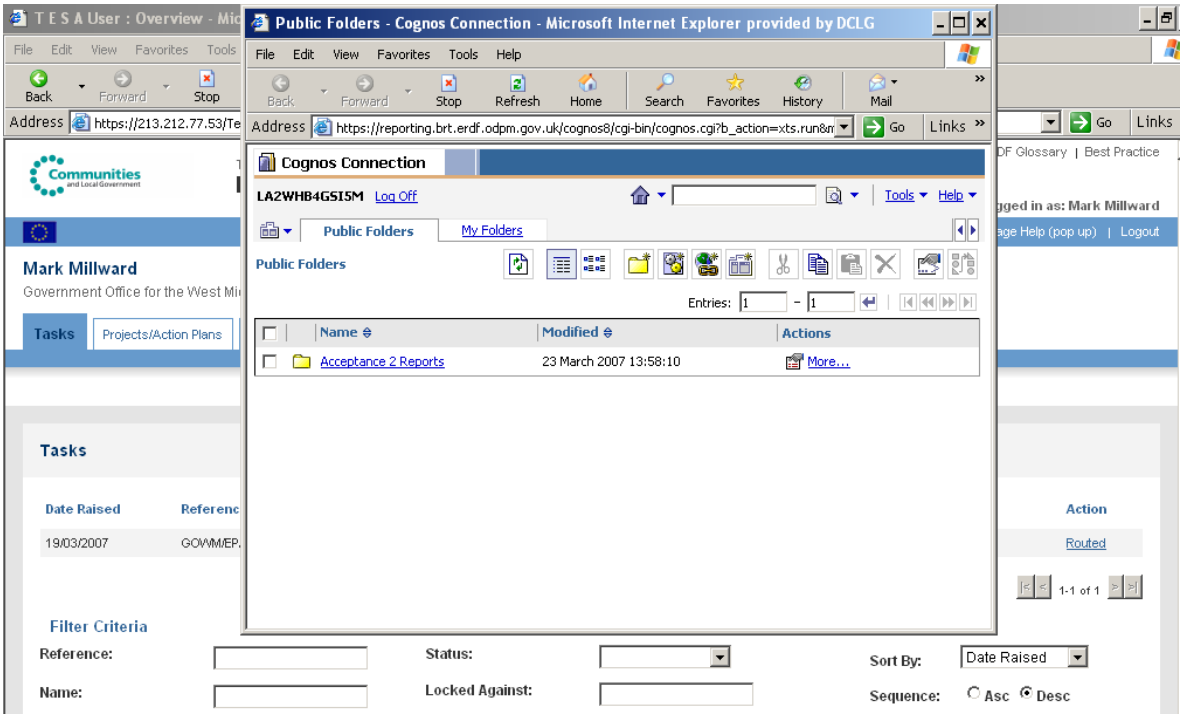
All users have access to a range of reports on TESA designed to support the administration and management of ERDF. A few users in each GO will be able to design and run ad hoc queries and write complex reports.

To open the reporting tool (Cognos ReportNet) within TESA:

1. Click on the Reporting (Pop Up) link, which can be found in the right hand corner of each TESA screen.



2. The Cognos reporting tool will open.



3. You will be presented with a list of Public Folders which contain the standard and bespoke reports available for you to view.

Note: For further information on TESA reporting, please see the TESA Reporting guide.